

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: PROJECT SPECIALIST, SAFE ROUTES TO SCHOOL FOR HEALTH AND WELLNESS**

#### **BASIC FUNCTION:**

Under the direction of the Safe Routes to School Coordinator, develop a toolkit to embed Safe Routes to School curriculum into existing school health, wellness, or physical education programs. Convene a Safe Routes to School task force to guide development of the project, conduct a pilot program to test the curriculum and toolkit, and evaluate the pilot project results and revise materials for use in a county-wide program. Provide technical assistance for schools in communities of concern that exist outside the boundaries of the county's health care districts. Encourage and support community and parent volunteer engagement workshops to ensure program sustainability.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Convene and coordinate a task force, hold bi-monthly meetings to guide the development of materials, monitor progress of county-wide implementation, and oversee technical assistance activities at schools serving communities of concern.

Research existing Safe Routes to School curricula, materials, and activities to develop and implement a Safe Routes to School for Health and Wellness Toolkit. Present draft curriculum for review. Incorporate recommendations and evaluations to update and revise curriculum and toolkit for use in county-wide implementation.

Assist schools to implement pre-pilot evaluation and monitor and assess implementation of curriculum and toolkit at pilot schools. Analyze data, both before and after pilot program to create analysis report.

Develop and conduct curriculum training workshops for school coordinators to implement the pilot program. Conduct technical assistance at schools and work with consultants to assist staff and volunteers on-site to implement and build the pilot program.

Meet regularly with County staff to ensure compliance with grant requirements, completion of invoicing, documentation, and record-keeping, and supervise Administrative Assistant on proper preparation of documentation.

Develop criteria for selection of schools serving communities of concern located outside of health care districts to receive hands-on technical assistance in implementation of curriculum and toolkits. Design and conduct trainings and workshops for staff and volunteers of selected schools and evaluate implementation of the final curriculum and toolkits.

Research and prepare materials to create a Parent and Community Empowerment Toolkit and conduct engagement workshops to teach parents and the community to embrace active forms of transportation.

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Work with community volunteers and schools to develop school cultures that support safe and healthy school travel. Develop and implement a Safe Routes to School for Health and Wellness Toolkit.

Work closely with consultants and graphic designer to prepare outreach and publicity materials to involve and educate community members. Conduct outreach at schools and community events, and implement county-wide publicity and educational messages to engage residents and drivers in creating “safe streets” culture.

Compile and analyze data before and after the county-wide project rollout at all pilot schools and present analysis. Incorporate recommendations and evaluations; update and revise the pilot program for use in county-wide implementation of final program curriculum and toolkits.

Complete pilot project report, publish and distribute final curriculum and toolkits to all districts. Conduct trainings and workshops around the county on toolkits and how to implement finalized curriculum to school coordinators.

Conduct trainings and workshops around the county for community members and parents to elicit community involvement and community driver traffic safety awareness. Supervise program consultants and program support staff.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Familiarity with project management
- Compliance with grant requirements
- Practices and procedures involved in developing and implementing training activities
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County children
- Instructional methods and techniques
- Operation of a variety of office equipment including a computer and assigned software
- Record-keeping and report preparation techniques
- Oral and written communication skills
- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Interpersonal skills using tact, patience, courtesy and cultural sensitivity

**ABILITY TO:**

- Prepare, coordinate, and provide communications, information, trainings, meetings, workshops and resources in support of the Safe Routes to School for Health and Wellness program’s operations and activities
- Provide consultation and technical assistance to subcontractors, trainers, parents and others concerning Safe Routes to School for Health and Wellness’s operations and activities

- Facilitate groups in planning, problem-solving and decision-making
- Implement various communication systems and appropriate methodologies
- Provide training and consultation to staff and parents on Safe Routes to School for Health and Wellness curriculum
- Plan and implement quality in-service programs for classroom teachers and staff
- Visit project sites to observe activities, confer with staff, and provide technical support
- Monitor services provided by subcontractors to assure compliance with standards, requirements, and contact specifications
- Work collaboratively with individuals and groups from diverse backgrounds.
- Prepare and deliver oral presentations
- Evaluate the performance of assigned personnel and provide direction to staff
- Prepare and maintain a variety of comprehensive reports, records and files
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Interpret, apply and explain applicable policies and procedures
- Operate a variety of office equipment including a computer and assigned software

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to: a bachelor's degree in education, psychology, behavioral studies, sociology, public health or related field.

Two (2) years of experience in school climate and wellness development.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Community, office, San Mateo County schools, classroom and outdoor environments
- Driving a vehicle to conduct work at sites throughout San Mateo County

**PHYSICAL DEMANDS:**

- Ability to exchange information in person and on the telephone as well as make presentations
- Ability to read a variety of materials
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching to reach materials and work with students
- Lift and carry up to 30 pounds

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